

**From:** "Lauren Jenkins" <ljenkins@pittcomanagement.com>  
**To:** "William Gibbons (wgibbons)" <wgibbons@memphis.edu>  
**Date:** 7/25/2017 4:39:15 PM  
**Subject:** RE: Final Report on \$15,000 grant for Ray Kelly's consulting services

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Yes, a letter will be fine. Addressed to Teresa, please. Thank you.

Lauren Jenkins  
Director of Grants Management  
Hyde Family Foundation

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From: William Gibbons (wgibbons) [mailto:[wgibbons@memphis.edu](mailto:wgibbons@memphis.edu)]  
Sent: Tuesday, July 25, 2017 3:34 PM  
To: Lauren Jenkins <ljenkins@pittcomanagement.com>  
Cc: Teresa Sloyan <tsloyan@pittcomanagement.com>  
Subject: Re: Final Report on \$15,000 grant for Ray Kelly's consulting services

Lauren,

Then, should it just be in the form of a letter to you (or Teresa)?

Bill

Sent from my iPad

On Jul 21, 2017, at 5:30 PM, Lauren Jenkins <ljenkins@pittcomanagement.com> wrote:

Hi Bill,

Attached are our reporting guidelines (just for reference), but since this was a smaller grant, we only requested, per the grant agreement, that the Final Report should detail the developments and outcomes of the consulting engagement upon its conclusion, so just that should be sufficient. I'd estimate 1-2 pages in no particular format. And if you want to add anything supplemental, of course feel free. Hope that is helpful. Let me know if you have any follow-up questions or questions along the way.

Warm regards,  
Lauren Jenkins  
Director of Grants Management  
Hyde Family Foundation

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From: William Gibbons (wgibbons) [mailto:[wgibbons@memphis.edu](mailto:wgibbons@memphis.edu)]  
Sent: Friday, July 21, 2017 3:01 PM  
To: Lauren Jenkins <ljenkins@pittcomanagement.com>  
Cc: Teresa Sloyan <tsloyan@pittcomanagement.com>  
Subject: Final Report on \$15,000 grant for Ray Kelly's consulting services

Lauren,

Ray Kelly has completed his consulting services to the Crime Commission. Per the grant from the Hyde Foundation, we are to submit a Final Report to you upon completion of the services.

Is there a particular form you have that you want us to use or, if not, a particular format you prefer ?

Bill Gibbons  
Executive Director  
The Public Safety Institute



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<Reporting Guidelines.pdf>

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